



**Town Council Regular Meeting
February 21, 2014, at 3:30 p.m.
Agenda**

Flag Salute and Call to Order

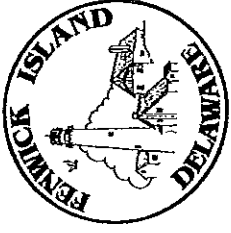
1. President's Report
2. For Discussion and Possible Action:
 - FY 14 Budget Amendment Town Manager Burke
 - FY 14 Fee Schedule Amendment Town Manager Burke
 - Licensing of Transport Vehicles Parking Committee Chair Bunting
 - Ordinance Requiring Anchoring of Free-Standing Structures Council Member Weistling
3. Approval of Minutes from January 24, 2014 Town Council Regular Meeting
4. Treasurer's Report
5. Town Manager's Report
6. Department Reports - Building, Public Works, Beach Patrol and Police
7. Committee Reports - Beach, Environmental, Technology and *Ad hoc* Parking
8. Planning Commission - No Report
9. Charter and Ordinance Committee - Council Member Weistling
 - Chapter 160-5A(8) - Farmers Market
10. Old Business
11. New Business - No Action to be Taken
12. Public Participation
13. Upcoming Events and Meetings

a. March 4	9:30 a.m.	Charter & Ordinance Meeting
b. March 11	2:30 p.m.	Planning Commission Meeting
c. March 20	2:30 p.m.	Environmental Committee Meeting
d. March 28	3:30 p.m.	Regular Council Meeting
e. April 3	10:00 a.m.	<i>Ad Hoc</i> Parking Committee Meeting
14. Adjournment

*This agenda is subject to change to include the deletion of items and the addition of items.
Executive Session may be convened to discuss Personnel or Legal matters.*

Posted: February 14, 2014

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FISCAL YEAR 2014

OPERATING BUDGET AMENDMENT

	FY 14 APPROVED	FY 14 AMENDED	DELTA
INCOME			
	\$1,611,500.00	\$1,654,305.00	\$42,805.00
EXPENSE			
	\$1,602,778.12	\$1,643,285.85	\$40,507.73
• Police	\$490,369.08	\$517,826.38	\$27,457.30
• Beach Patrol	\$234,143.10	\$234,143.10	\$0
• Public Works	\$204,316.98	\$205,616.98	\$1,300.00
• Administration	\$305,690.96	\$313,391.39	\$7,700.43
• General Government	\$368,258.00	\$372,308.00	\$4,050.00
<i>Surplus / Deficit</i>	\$8,721.88	\$11,019.15	\$2,297.27

FY 14 BUDGET AMENDMENT DETAILS AVAILABLE ONLINE OR AT TOWN HALL

FEE SCHEDULE AS SET BY RESOLUTION #61-2014

<p><u>L ANNUAL BUSINESS LICENSE FEES</u></p> <p>(1) <u>Retail Merchant</u> (100-3-A) (a) \$150 + .08 per square foot of Floor Space</p> <p>(2) <u>Building or Service Contractor</u> (100-3-B) (a) \$50 if Revenue made in Town is less than \$1500 yearly (b) \$150 if Revenue made in town is more than \$1500 yearly (c) \$5 for additional license decal</p> <p>(3) <u>Rental Landlord</u> (100-3-C) (a) \$150 for Residential and Commercial rentals (b) \$150 + \$7.20 per sleeping unit for motels/hotels</p> <p>(4) <u>Vending Machines</u> (100-3-D) (a) \$25 for newspaper & postage (b) \$50 for dispensing machines such as drink, food, candy, ice etc. (c) \$50 children's amusements (d) \$75 music (e) \$250 amusements and games</p>	<p><u>F FINANCIAL FEES</u></p> <p>(1) \$50 Charge for checks returned for insufficient funds (2) \$75 Late payment of License Fee (3) \$150 Collection letter from Town Legal Counsel</p> <p><u>H HEARING FEES</u></p> <p>(1) \$750 Boad of Adjustments & Zoning (160-10-B) (2) \$275 Council Hearing/House Move (61-12-A) (3) \$275 Council Hearing/Sub-Division (142-2-A) (4) \$275 Council Hearing/Code Variance (160-10-B)</p>
<p><u>B BUILDING PERMIT FEES</u></p> <p>(1) 3% of estimated construction cost \$50 minimum (61-8) (2) \$350 Permit for approved building move (61-12-B) (3) Renewable Energy building permit fee – 2% ECC or \$100 whichever is less (160-7)</p>	<p><u>O OTHER FEES</u></p> <p>(1) Beach Bonfire Permit \$50 + \$100 deposit (2) Animal Impoundment \$100 + \$60/day (48-2) (3) Villalon Hall Rental \$20 + \$40 deposit (4) Special Events \$100 deposit + \$100 fee; \$25 each additional group of 25 exceeding 75 person limit; \$100 hr fee Police Coverage events exceeding 75 persons</p>
<p><u>S SIGN PERMITS FEES (136-6-C)</u></p> <p>(1) \$200 Multiple use identification sign (135-6-C) (2) Single use identification sign \$2 per lineal foot up to maximum of \$100 (135-6-C) (3) \$20 All other sign oermits (135-6-C)</p>	<p><u>C COPY FEES</u></p> <p>(1) \$0.50 Xerox or computer print out copy (2) \$25 Audio cassette/CD/DVD (3) \$300 Town Code Book (4) \$50 Town Merchant Address List (5) \$75 Property Owner Address list (6) \$150 Property Owner Address labels</p>
<p><u>P PARKING PERMIT FEES (112-11-P)</u></p> <p>(1) \$10 Daily (2) \$60 Weekly (3) \$150 Monthly (4) \$300 Summer (5) \$50 Additional Resident Hang Tag (BLUE) (6) \$50 Resident Merchant Employee Permit (ORANGE) (7) \$50 Replacement of lost Permit</p>	<p><u>R REAL ESTATE TAX</u></p> <p>(1) \$1.92 per \$100</p>

Fee Schedule as set by Resolution #60-2013

Revised Fee Schedule as set by Resolution #61-2014

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the January 24, 2014, Regular Council Meeting

Call to Order and Flag Salute at 3:30 PM by Mayor Serio

Council in Attendance: Gene Langan, Diane Tingle, Bill Weistling, Audrey Serio, Gardner Bunting, Roy Williams and Todd Smallwood

Staff in Attendance: Town Manager Burke, Building Official Schuchman, Town Clerk Poole, Chief Boyden and Public Works Department Supervisor Reed

PRESIDENT'S REPORT

- Mayor Serio stated we scheduled the FY 14 Budget Amendment meeting and received an outstanding presentation from Town Manager Burke. The Town will be making a few minor adjustments to the FY Financial Plan per the auditor's suggestions.
- The FY 14 Fee Schedule was discussed and amended. A Resident Merchant Employee Parking Permit will be added for \$50.00. The permits can be purchased by business owners for employees. The permits will be valid on the bayside only.
- Mayor Serio recommended contacting the Fenwick Island Police Department to seek assistance due to the cold weather.

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- **DNREC Coastal Programs Grant Application** – Town Manager Burke informed Council about a grant through the Delaware Sea Level Rise Advisory Committee. Town Manager Burke would like Council to consider a grant to perform a Sea Level Rise Assessment. The grant is a 50:50 cost share. The deadline for the grant application is February 7th. The assessment should be completed in early fall with a presentation to follow at a Council meeting.

Motion – Motion made by Council Member Langan for Town Manager Burke to apply for the DNREC Coastal Programs Grant.

Second – Council Member Bunting

Discussion – Council Member Weistling stated that the vertical benchmark survey and drainage survey were completed, and that this grant would continue with the stormwater work throughout Town.

Vote – (7-0)

- **Municipal Shuttle Operator RFP** – Town Manager Burke – Draft of RFP was submitted to Council Members. Summary of RFP below:
 - a) Seasonal service from 8:00 AM to 1:00 AM
 - b) No more than two (2) shuttles operating within Town limits
 - c) Advertising could be allowed
 - d) Town attorney has reviewed the draft RFP
 - e) Could be bid out for a fixed fee

Motion – Motion made by Council Member Tingle to request that Town Manager Burke publish the Municipal Shuttle Operator RFP (non-fixed route)

Second – Council Member Langan

Discussion – Council Member Bunting stated that in the January 2014 *Ad hoc* Parking Committee meeting when the RFP was discussed, the concept was for one company to service the community with a

single phone number. The service could be used for transportation to the beach, a restaurant or any designation within the Town. The intention of the Committee was never for a fixed route service.

Vote – (7-0)

Approval of Minutes: Motion to approve the Minutes of December 13, 2013 - Council Member Bunting
Second - Council Member Smallwood

Discussion – Two spelling corrections, Canon St (Cannon) and except (accept)

Vote: (7-0)

TREASURER'S REPORT

Council Member Bunting stated that the budget is on target at this point in the fiscal year. There is one line item that is over the allocated amount due to hiring a temporary employee during the summer season. Overall, the Town has a balanced budget.

Motion – Motion made by Council Member Tingle to accept the Treasurer's report.

Second - Council Member Langan

Discussion – None

Vote: (7-0)

TOWN MANAGER'S REPORT

- **Cannon Street Park** – All facets of the project are finished except the public parking area.
- **Town Hall Sidewalk Improvement Project** – Completed and waiting for DelDOT approval.
- **Information Technology** – All FY 14 Capital Budget items completed. The website is updated weekly.
- **Town Management – Town Manager Burke**
 1. Two (2) emergency fuel tanks have been installed in the rear of Town Hall. Town staff met with FEMA officials and passed the internal project audit. The final project report will be submitted to FEMA when the final component of the project is finished.
 2. Town management was awarded a second American Lung Association Grant for outreach equipment, signage, brochures, LED lights and receptacles. Town management is in the process of purchasing the items.
 3. All FY 14 Capital drainage projects are moving forward, as Town management is starting to seek cost estimates.
 4. The Delaware Forestry Grant was pre-approved today. Final approval will occur when the grant application is officially reviewed.

DEPARTMENT REPORTS

- **Building Official** – The December report was included in the Council meeting packet. In December the Town issued 128 outside contractor's licenses, 21 resident merchant licenses, and 21 renter's licenses. There have been dozens of calls regarding broken pipes. Cold weather is still in the forecast, so please contact Town Hall or the Police Department to report problems.
- **Public Works** – The report was included in the Council meeting packet.
- **Beach Patrol** – n/a
- **Police Department** – The report was included in the Council meeting packet. Chief Boyden stated that the officers are performing home security checks for the winter season and to contact the department to report anything out of the ordinary.

TOWN COMMITTEE REPORTS

- **Beach Committee** – No report
- **Environmental Committee** – Chair Mary Ellen Langan reported that Town Manager Burke covered everything in her report. The Environmental Committee was present at the Fenwick Freeze handing out bags with gifts. They will be purchasing a table and banner so Committee members will have a better presence at community events in the future. The next meeting will be February 13th.
- **Technology Committee** – Chair Gene Langan stated that the next meeting will be February 18th. At this meeting, the Committee will be discussing future projects for the remainder of the year. He also wanted to thank Town Manager Burke and Town Clerk Poole for a great job on the website, specifically mentioning the calendar and the new “Social Corner”.
- **Ad hoc Parking Committee** – Chair Gardner Bunting reported next meeting is February 13th at 10:00 AM.
- **Planning Commission** – No report
- **Charter & Ordinance Committee** – Chair Bill Weistling stated the next meeting will be February 4th at 9:30 AM. Over the last month a possible amendment to the current ordinance on the commercial front property setback was submitted to the Town attorney for review and comment. The first reading is tentatively scheduled for the February Council meeting. Two additional topics under discussion are as follows: requiring sidewalks for new construction and possible renovations and fencing in the front setback of the commercial area.

Old Business - None

New Business – No action to be taken

PUBLIC PARTICIPATION

- Marc McFaul – Ropewalk Restaurant – has concerns about palm trees located in the front commercial setback. He was asked to attend the next Charter and Ordinance meeting to discuss the issues. The next meeting is scheduled for February 4th at 9:30 AM.
- Buzz Henifin – 48 Windward Way – He thanked the FIPD for checking his property while his family was out of town.
- Mike Quinn – 5 W. Houston St. – Interested in the status of DNREC Coastal Programs Grant and wanted to know what issues would be addressed by the Charter and Ordinance Committee at the next meeting. He also wanted to thank Cpl. Kerin for her assistance with a tag issue on his motor vehicle.

UPCOMING MEETINGS AND EVENTS

Mayor Serio announced the following upcoming meetings and events as follows:

- | | | |
|---------------|----------|---------------------------------|
| • February 4 | 9:30 AM | Charter & Ordinance Meeting |
| • February 13 | 10:00 AM | Parking Committee Meeting |
| • February 13 | 2:30 PM | Environmental Committee Meeting |
| • February 18 | 3:00 PM | Technology Committee Meeting |
| • February 21 | 3:30 PM | Regular Council Meeting |

Motion to adjourn – Council Member Weistling

Second – Council Member Bunting

Discussion - None

Vote – (7-0)

Meeting adjourned at 4:40 PM

**Transcribed by Linda Poole, Town Clerk
for Council Member Diane Tingle, Secretary*

TOWN OF FENWICK ISLAND

Budget vs. Actual

August 2013 through January 2014

TOTAL

Ordinary Income/Expense

Income

	Jan 14	Aug '13 - Jan 14	Budget	\$ Over Budget	% of Budget
49000 · Beach/Concession Services	0.00	0.00	25,000.00	-25,000.00	0.0%
43000 · Taxes					
41020 · Property Taxes	425.20	651,193.71	640,000.00	11,193.71	101.75%
42010 · Rental Receipt Tax	3,295.15	242,332.73	260,000.00	-17,667.27	93.21%
Total 43000 · Taxes	3,720.35	893,526.44	900,000.00	-6,473.56	99.28%
44550 · Charges for Services - Admin					
43010 · License Fees - OC	11,800.00	34,200.00	42,000.00	-7,800.00	81.43%
43020 · License Fees - RU	4,590.00	17,190.00	22,000.00	-4,810.00	78.14%
43030 · License Fees - RM	7,174.56	15,632.53	22,000.00	-6,367.47	71.06%
44010 · Solid Waste Collection Fee	0.00	181,020.13	183,189.00	-2,168.87	98.82%
44020 · Comcast Cable Fees	7,809.21	17,803.43	31,000.00	-13,196.57	57.43%
44030 · BBVFC Ambulance Service Fee	0.00	37,265.00	38,211.00	-946.00	97.52%
45100 · Building Permit Fees	40,228.00	171,266.21	130,000.00	41,266.21	131.74%
Total 44550 · Charges for Services - Admin	71,601.77	474,377.30	468,400.00	5,977.30	101.28%
44800 · Fines & Forfeitures					
46100 · Penalties	75.00	820.44	4,100.00	-3,279.56	20.01%
46200 · Traffic Fines	1,648.50	21,311.50	32,000.00	-10,688.50	66.6%
46300 · Parking Violation Fees	175.00	7,150.00	10,000.00	-2,850.00	71.5%
44800 · Fines & Forfeitures - Other	0.00	57.10	500.00	-442.90	11.42%
Total 44800 · Fines & Forfeitures	1,898.50	29,339.04	46,600.00	-17,260.96	62.96%
45000 · Investments					
47100 · Interest Income	356.17	1,437.59	3,000.00	-1,562.41	47.92%
Total 45000 · Investments	356.17	1,437.59	3,000.00	-1,562.41	47.92%
46430 · Revenue - Admin					
45320 · Contractor Decals	540.00	1,940.00	2,500.00	-560.00	77.6%
45330 · Bonfire Permits	150.00	50.00	5,000.00	-4,950.00	1.0%
46400 · Other Income-Sp.Evts.,Donations	0.00	730.00			
47120 · Town Hall Rental Fee	380.00	420.00	1,000.00	-580.00	42.0%
47150 · Photo/Audio Copy Fee	0.00	5.00	50.00	-45.00	10.0%
47200 · Parking Permits	0.00	4,205.00	15,000.00	-10,795.00	28.03%
47250 · Subdivision Application Fee	0.00	0.00	275.00	-275.00	0.0%
47275 · Public Hearing Fee	0.00	0.00	275.00	-275.00	0.0%
47300 · Income (FI Sponsorship Program)	800.00	3,100.00	15,000.00	-11,900.00	20.67%
47800 · Sale of Equipment	1,325.00	1,325.00	14,750.00	-13,425.00	8.98%
48200 · Income restrict purpose	0.00	500.00	500.00	0.00	100.0%
Total 46430 · Revenue - Admin	3,195.00	12,275.00	54,350.00	-42,075.00	22.59%
46440 · Other Types of Revenue - Police					

TOWN OF FENWICK ISLAND

Budget vs. Actual

August 2013 through January 2014

TOTAL

	Jan 14	Aug '13 - Jan 14	Budget	\$ Over Budget	% of Budget
46441 · Police Revenue--Pension	13,475.63	13,475.63	15,000.00	-1,524.37	89.84%
47160 · Police Accident Report Fee	0.00	175.00	250.00	-75.00	70.0%
47161 · Salary OT Reimbursement	0.00	1,800.00	3,400.00	-1,600.00	52.94%
Total 46440 · Other Types of Revenue - Police	13,475.63	15,450.63	18,650.00	-3,199.37	82.85%
47000 · Intergovernmental Rev Lifeguard					
47280 · State Line Beach (State of DE)	0.00	45,000.00	45,000.00	0.00	100.0%
47290 · State Line Beach (Sussex Co DE)	0.00	15,000.00	15,000.00	0.00	100.0%
Total 47000 · Intergovernmental Rev Lifeguard	0.00	60,000.00	60,000.00	0.00	100.0%
47050 · Intergovernmental Rev Police					
47285 · Sussex County Police Grant	0.00	25,000.00	25,000.00	0.00	100.0%
47050 · Intergovernmental Rev Police - Other	0.00	7,500.00	5,000.00	2,500.00	150.0%
Total 47050 · Intergovernmental Rev Police	0.00	32,500.00	30,000.00	2,500.00	108.33%
48150 · Junior Lifeguard	0.00	-55.00	5,500.00	-5,555.00	-1.0%
Total Income	94,247.42	1,518,851.00	1,611,500.00	-92,649.00	94.25%
Gross Profit	94,247.42	1,518,851.00	1,611,500.00	-92,649.00	94.25%
Expense					
61100 · POLICE DEPARTMENT					
61155 · Police Dental Insurance	116.74	700.44	1,590.60	-890.16	44.04%
61110 · Police Salaries	27,523.42	167,247.34	309,470.00	-142,222.66	54.04%
61140 · Police Life Insurance	118.25	692.30	1,590.00	-897.70	43.54%
61150 · Police Health Insurance	4,056.72	24,340.32	55,334.10	-30,993.78	43.99%
61160 · Police Payroll Taxes	3,064.24	14,043.25	25,438.46	-11,395.21	55.21%
61170 · Police Pension Expense	3,486.90	22,478.73	19,725.92	2,752.81	113.96%
61180 · Police Workers Compensation	4,563.52	15,263.73	25,000.00	-9,736.27	61.06%
61210 · Police Supplies	105.80	1,020.08	4,500.00	-3,479.92	22.67%
61220 · Police Office Supplies	252.64	1,431.31	2,500.00	-1,068.69	57.25%
61310 · Police Office Equip Maintenance	0.00	216.67	600.00	-383.33	36.11%
61320 · Police Printing & Advertising	0.00	85.21	600.00	-514.79	14.2%
61330 · Police Uniforms	300.23	1,145.26	8,800.00	-7,654.74	13.01%
61335 · Police Mobile Computer Access	320.20	1,210.99	2,920.00	-1,709.01	41.47%
61340 · Police Vehicle Maintenance	962.48	2,855.56	6,500.00	-3,644.44	43.93%
61345 · Police Fuel	1,672.94	11,927.93	19,800.00	-7,872.07	60.24%
61350 · Police Communication Equipment	84.00	602.44	1,000.00	-397.56	60.24%
61380 · Police Professional Development	1,472.16	6,094.58	5,000.00	1,094.58	121.89%
61390 · Public Safety Bldg. Expenses	0.00	183.22			
Total 61100 · POLICE DEPARTMENT	48,100.24	271,539.36	490,369.08	-218,829.72	55.37%
61500 · LIFEGUARDS					
61673 · Lifeguard Beach Vehicle Maint.	0.00	5.00	500.00	-495.00	1.0%

TOWN OF FENWICK ISLAND

Budget vs. Actual

August 2013 through January 2014

	TOTAL				
	Jan 14	Aug '13 - Jan 14	Budget	\$ Over Budget	% of Budget
61510 · Lifeguard Salaries--Fenwick					
61515 · Lifeguard Salaries - State	0.00	27,996.85	60,324.00	-32,327.15	46.41%
61510 · Lifeguard Salaries--Fenwick - Otr	1,505.60	57,532.59	124,165.00	-66,632.41	46.34%
Total 61510 · Lifeguard Salaries--Fenwick	1,505.60	85,529.44	184,489.00	-98,959.56	46.36%
 61530 · Lifeguard Payroll Taxes-Fenwick					
61535 · Lifeguard Payroll Taxes State	0.00	0.00	6,303.86	-6,303.86	0.0%
61530 · Lifeguard Payroll Taxes-Fenwick	253.98	8,841.62	12,975.24	-4,133.62	68.14%
Total 61530 · Lifeguard Payroll Taxes-Fenwick	253.98	8,841.62	19,279.10	-10,437.48	45.86%
 61540 · Lifeguard Workmans Comp	1,594.34	7,078.84	15,000.00	-7,921.16	47.19%
61610 · Lifeguard Supp & Equip-Fenwick					
61735 · Lifeguard Supp & Equip - State	0.00	0.00	1,155.00	-1,155.00	0.0%
61610 · Lifeguard Supp & Equip-Fenwick	0.00	501.30	2,345.00	-1,843.70	21.38%
Total 61610 · Lifeguard Supp & Equip-Fenwick	0.00	501.30	3,500.00	-2,998.70	14.32%
 61620 · Lifeguard Uniforms	0.00	825.00	4,500.00	-3,675.00	18.33%
61630 · Lifeguard Junior Guard Program	0.00	84.90	1,500.00	-1,415.10	5.66%
61640 · Lifeguard Chair & Sign Maint	290.36	464.65	3,000.00	-2,535.35	15.49%
61665 · Lifeguard Professional Develop.	93.00	93.00	675.00	-582.00	13.78%
61670 · Lifeguard USLA Certification	0.00	0.00	900.00	-900.00	0.0%
61675 · Lifeguard Fuel	0.00	319.22	500.00	-180.78	63.84%
61710 · Lifeguard Other Expenses	0.00	192.75	300.00	-107.25	64.25%
Total 61500 · LIFEGUARDS	3,737.28	103,935.72	234,143.10	-130,207.38	44.39%
 61800 · PUBLIC WORKS DEPARTMENT					
61845 · Public Works Dental Insurance	32.27	193.62	387.24	-193.62	50.0%
61810 · Public Works Salaries	9,307.84	61,662.19	115,154.40	-53,492.21	53.55%
61830 · Public Works Life Insurance	53.75	311.75	720.00	-408.25	43.3%
61840 · Public Works Health Insurance	2,959.32	17,755.92	35,367.46	-17,611.54	50.2%
61850 · Public Works Payroll Taxes	1,025.32	4,923.16	9,317.00	-4,393.84	52.84%
61870 · Public Works Pension Expense	627.32	4,077.58	8,170.88	-4,093.30	49.9%
61880 · Public Works Workers' Comp	1,207.41	4,583.67	12,000.00	-7,416.33	38.2%
61905 · Public Works Professional Devel	-49.00	184.00	500.00	-316.00	36.8%
61910 · Public Works Office Supplies	0.00	166.55	200.00	-33.45	83.28%
61920 · Public Works Shop Supplies	182.47	2,083.39	2,500.00	-416.61	83.34%
61930 · Public Works Shop Equipment	376.06	779.55	4,000.00	-3,220.45	19.49%
61940 · Public Works Safety Equipment	197.60	387.44	600.00	-212.56	64.57%
62010 · Public Works Printing & Advert	0.00	0.00	150.00	-150.00	0.0%
62015 · Public Works Utilities	1,778.38	2,323.39	5,200.00	-2,876.61	44.68%
62020 · Public Works Bldg Maintenance	111.85	384.98	1,500.00	-1,115.02	25.67%
62025 · Public Works Uniforms	109.97	159.97	1,000.00	-840.03	16.0%
62030 · Public Works Fuel	209.38	2,096.18	5,000.00	-2,903.82	41.92%
62035 · Public Works Vehicle Maintenanc	170.93	890.42	2,000.00	-1,109.58	44.52%

TOWN OF FENWICK ISLAND

Budget vs. Actual

August 2013 through January 2014

	TOTAL				
	Jan 14	Aug '13 - Jan 14	Budget	\$ Over Budget	% of Budget
62075 • Public Works CDL Testing	0.00	512.00	400.00	112.00	128.0%
62100 • Public Works Contract Services	115.00	115.00	150.00	-35.00	76.67%
Total 61800 • PUBLIC WORKS DEPARTMENT	18,415.87	103,590.76	204,316.98	-100,726.22	50.7%
62200 • ADMINISTRATION					
62235 • Admin Dental Insurance	149.66	897.96	1,795.92	-897.96	50.0%
62210 • Admin Salaries	14,522.56	97,647.56	199,584.57	-101,937.01	48.93%
62220 • Admin Life Insurance	75.25	417.10	903.00	-485.90	46.19%
62230 • Admin Health Insurance	4,174.14	24,982.51	50,800.11	-25,817.60	49.18%
62240 • Admin Payroll Taxes	1,667.87	8,074.67	15,548.90	-7,474.23	51.93%
62250 • Admin Pension Expense	1,223.84	7,954.96	17,958.46	-10,003.50	44.3%
62255 • Admin Workers Comp	246.05	745.66	1,600.00	-854.34	46.6%
62260 • Admin Financial Services	226.63	2,738.54	3,500.00	-761.46	78.24%
62310 • Admin Office Equip Maintenance	0.00	836.37	1,000.00	-163.63	83.64%
62320 • Admin Office Supplies	383.80	1,957.87	4,000.00	-2,042.13	48.95%
62330 • Admin Travel Reimbursement	0.00	264.12	600.00	-335.88	44.02%
62332 • Admin Vehicle Acquisition	689.86	1,645.51	4,200.00	-2,554.49	39.18%
62334 • Admin Vehicle Fuel/Maint	380.93	1,977.03	600.00	1,377.03	329.51%
62340 • Admin Printing & Advertising	0.00	64.00	2,200.00	-2,136.00	2.91%
62350 • Admin Professional Development	0.00	132.45	1,000.00	-867.55	13.25%
62360 • Admin Personnel Supplies	0.00	168.75	400.00	-231.25	42.19%
Total 62200 • ADMINISTRATION	23,740.59	150,505.06	305,690.96	-155,185.90	49.23%
63200 • GENERAL GOVERNMENT					
63380 • Gen Gov Exp--Restricted Purpose					
63382 • Gen. Gov.--FEMA grant/tank pad	151.00	3,206.00			
63381 • Gen Gov Exp.--ALA Grant	150.00	150.00			
Total 63380 • Gen Gov Exp--Restricted Purpo	301.00	3,356.00			
63205 • Gen Gov Insurance	12,447.00	29,984.00	65,359.00	-35,375.00	45.88%
63210 • Gen Gov Telephone	675.87	2,344.23	4,800.00	-2,455.77	48.84%
63220 • Gen Gov Website Services	0.00	2,267.40	3,500.00	-1,232.60	64.78%
63225 • Gen Gov Legal Services	0.00	4,735.04	13,000.00	-8,264.96	36.42%
63230 • Gen Gov Audit Services	0.00	8,750.00	9,000.00	-250.00	97.22%
63235 • Gen Gov Postage	890.00	1,934.38	2,800.00	-865.62	69.09%
63240 • Gen Gov Printing & Advertising	254.50	1,525.82	1,000.00	525.82	152.58%
63245 • Gen Gov Utilities	1,496.86	6,637.13	16,300.00	-9,662.87	40.72%
63250 • Gen Gov Appraisal	0.00	0.00	4,500.00	-4,500.00	0.0%
63255 • Gen Gov Emergency Mgmt	0.00	467.18	500.00	-32.82	93.44%
63260 • Gen Gov Sewer	0.00	434.70	1,200.00	-765.30	36.23%
63265 • Gen Gov Dues	35.00	460.00	2,914.00	-2,454.00	15.79%
63270 • Gen Gov Service Grants	0.00	0.00	500.00	-500.00	0.0%
63271 • Gen Gov Recycling/Yard Waste	3,130.44	26,232.53	56,580.00	-30,347.47	46.36%
63272 • Gen Gov Building Maintenance	869.95	2,248.47	5,000.00	-2,751.53	44.97%

TOWN OF FENWICK ISLAND

Budget vs. Actual

August 2013 through January 2014

TOTAL

	Jan 14	Aug '13 - Jan 14	Budget	\$ Over Budget	% of Budget
63273 · Gen Gov Cell Phones	589.42	2,147.38	3,600.00	-1,452.62	59.65%
63274 · Gen Gov Contract Services	330.00	3,103.00	5,343.00	-2,240.00	58.08%
63280 · Gen Gov Contingencies	0.00	2,974.13	800.00	2,174.13	371.77%
63281 · Gen Gov Employee Relations	549.16	2,748.10	3,400.00	-651.90	80.83%
63285 · Gen Gov Codification	0.00	0.00	5,200.00	-5,200.00	0.0%
63290 · Gen Gov Pension Administration	643.75	1,287.50	3,080.00	-1,792.50	41.8%
63296 · Gen Gov Interest Expense	0.00	3,805.73	9,200.00	-5,394.27	41.37%
63300 · Gen Gov Government Liaison	484.00	958.20	1,500.00	-541.80	63.88%
63305 · Gen Gov Supplies Median Maint	340.00	340.00	9,500.00	-9,160.00	3.58%
63310 · Gen Gov Community Projects	0.00	651.02	2,500.00	-1,848.98	26.04%
63320 · CRS Flood Program	0.00	738.59	1,000.00	-261.41	73.86%
63325 · Gen Gov BBVFC Ambulance Service	10,772.25	19,715.25	38,211.00	-18,495.75	51.6%
63330 · Gen Gov Solid Waste Collection	8,001.75	48,010.50	96,021.00	-48,010.50	50.0%
63370 · Gen Gov Parking Permits	0.00	532.82	2,000.00	-1,467.18	26.64%
Total 63200 · GENERAL GOVERNMENT	41,810.95	178,389.10	368,308.00	-189,918.90	48.44%
 66000 · Payroll Expenses	 0.00	 0.00			
Total Expense	135,804.93	807,960.00	1,602,828.12	-794,868.12	50.41%
 Net Ordinary Income	 -41,557.51	 710,891.00	 8,671.88	 702,219.12	

TOWN OF FENWICK ISLAND
MONTHLY RECONCILIATION OF ACCOUNTS
JANUARY 2014

Account Categories	Account	Beginning Balance	Ending Balance
Town of Fenwick Island			
	General Fund Checking (PNC)	\$74,937.05	\$78,659.09
	General Fund Savings (PNC)	\$143,077.03	\$128,288.10
	Payroll Fund (PNC)	\$10,365.69	\$15,352.16
	Checking (BOC)	\$5,000.00	\$5,000.00
	CDARS MMF (BOC)	\$658,795.69	\$659,131.46
	Petty Cash	\$200.00	\$200.00
	Total	\$892,375.46	\$886,630.81
Municipal Street Aid	Checking (PNC)	\$4,648.13	\$3,116.74
Law Enforcement Grants	(all accounts--PNC)		
	SALLE (State Aid to Local)	\$4,693.82	\$2,893.82
	EDIE (Drug Enforcement)	\$3,593.72	\$3,593.72
	SLEAF (Spec. Law Enforce. Assist.)	\$30.00	\$30.00
	Criminal Justice Block Grant	\$126.58	\$126.58
	Violent Crime Grant	\$1,063.64	\$1.00
	Total	\$9,507.76	\$6,645.12
Special Reserve Accounts			
	Parks & Recreation (PNC)	\$2,861.19	\$2,276.19
	Beach Replenishment (BOC)	\$36,580.01	\$36,598.65
	Dedicated Street (Bk.of Del.)	\$14,729.67	\$21,011.67
	Beach Committee (PNC)	\$322.69	\$1,894.55
	Total	\$54,493.56	\$61,781.06
Realty Transfer Tax Funds (all accounts)			
General Reserve Accounts			
	Bank of Ocean City CDARS	\$208,275.21	\$208,381.37
	Subtotal	\$208,275.21	\$208,381.37
General Non-Reserve Accounts			
	Bank of Ocean City (interest acct.)	\$150,819.90	\$151,587.44
	Bank of Ocean City CDARS	\$975,456.15	\$975,456.15
	PNC Realty Transfer Tax (RTT)	\$185,146.94	\$202,876.88
	Subtotal	\$1,311,422.99	\$1,329,920.47
Total--Realty Transfer		\$1,519,698.20	\$1,538,301.84
Grand Total--all accounts		\$2,480,723.11	\$2,496,475.57

Cleared balances as of January 31, 2014

TOWN OF FENWICK ISLAND
FY2014 REALTY TRANSFER TAX RESERVE FUNDS

Month	Beginning Balance	Taxes Collected	Date Collected	Interest Earned	Transfers In	Transfers Out	Sussex Co. fee (1%)	Ending Balance
Aug-13	\$1,705,176			\$749		\$114,836 BOC mortgage pmt		\$1,591,089
Sep-13	\$1,591,089	\$14,400	9/19/13	\$694	\$11,000	Inv. 2--DNREC for Cannon St.	\$144	\$1,611,104
						\$5,935 Dennis Cappel		
Oct-13	\$1,611,104	\$6,525	10/23/13	\$779		\$2,982 Ded. St. Fund	\$65	\$1,478,199
						\$137,162 Cap. Expenses		
Nov-13	\$1,478,199	\$4,020	11/19/13	\$631	\$1,657	DNREC Watershed grant	\$40	\$1,485,467
					\$1,000	Barefoot Gardeners donation		
Dec-13	\$1,485,467	\$43,500	12/18/13	\$692	\$1,156	DE Stormwater grant	\$445	\$1,519,698
					\$15,375	Inv. 3--DNREC for Cannon St.		
					\$8,697	tax sent to Fenwick in error		
						\$34,744 Cap. Expenses		
Jan-14	\$1,519,698	\$21,953	1/24/14	\$903	\$2,250	Watershed grant-Cannon St.	\$220	\$1,538,302
						\$6,282 Ded. St. Fund		

Report prepared on 2/10/14

Town of Fenwick Island

Building Report

2/13/2014

January 2014

TOTAL	<u>\$1,344,000.00</u>	<u>\$40,128.00</u>
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Permit Number	Property Description	Project Description	E.C.C.	Fees
4265	Lloyd Saunders Roofing B. Housley 30 Bayside Dr Lot 184 1-34 23.16 190.00	Re-shingle roof.	\$9,400.00	\$102.00
4266	Hevner Carpentry C. Carey 3 W Maryland Ave Lot 5 1-34 23.20 51.01	Interior Renovations	\$63,600.00	\$1,908.00
4267	Zonko Builders Inc. R. Cooper 39 Ebb Tide Cove Lot 535 1-34 23.12 35.00	Construct 5-bedroom, 4-bath single family dwelling	\$617,000.00	\$18,519.00
4268	G. Hessler 5 W Dagsboro St Lot 6D 1-34 23.16 24.00	Replace existing handrails on existing deck.	\$700.00	\$0.00
4269	Lane Builders Inc. D. Harwood 11 E Lewes St Lot P/O 1 and 2 1-34 23.08 31.00	Interior Renovations	\$160,000.00	\$4,800.00
4270	J. Mauser 604 Coastal Hwy Unit 10 Lot Unit 10 1-34 23.16 145.00	Replace existing kitchen cabinets	\$3,300.00	\$99.00
4271	J & J Bulkheading R. Cooper 39 Ebb Tide Cove Lot 535 1-34 23.12 35.0	Repair/replace existing bulkhead & fill in existing slip	\$4,000.00	\$120.00

Town of Fenwick Island Building Report

2/13/2014

January 2014

TOTAL **\$1,344,000.00** **\$40,128.00**

Permit Number	Property Description	Project Description	E.C.C.	Fees
4272	Boardwalk Builders P. Frederick 1605 Bunting Ave Lot 3 1-34 23.12 168.00	Remodel existing sunroom.	\$21,000.00	\$630.00
4273	Zonko Builders Carouge Development LLC 7 W Essex St Lot 222 1-34 23.12 64.00	4-Bedroom; 4-Bath Single Family Dwelling	\$465,000.00	\$13,950.00

Fenwick Island Public Works Department

February 2014 Monthly Report

- Regular maintenance duties
- Town Hall Bathroom Renovation Project
 - Walls painted, old flooring ripped out
 - New shelving installed
 - New toilet / vanity purchased
 - New vinyl flooring ordered / to be installed by Mike's Carpet Connection
- Fuel Tank Pad Project
 - Privacy fence installed
 - Fire Extinguisher installed
 - Anchors installed
 - Gerone Hudson Electric to begin hookup 2/13 – 2/14
 - Signage ordered / bollards ordered
 - DNREC Aboveground Tank Registration complete
- New trash cans purchased for beach ends, per FY 14 Capital Budget Amendment
- Shoulder stone work continuing
- Bike rack restoration in progress
- Installed new heater hose and radiator plug in town pickup
- American Lung Association Grant
 - Chairs, table, canopy purchased
 - Researching new cigarette butt containers for beach ends / parks
- All fire extinguishers checked for 2014 by Bunting Fire & Safety
- DOT physicals completed for department employees
- Replaced outside faucet at PW Garage
- Department sold 2 skid loader attachments netting roughly \$4,500.00
- Reset parking bumpers in front of Town Hall disturbed during snow removal
- Recent snowstorms
 - Plowed streets
 - Cleared / salted Town Hall, PD parking areas
 - Cleared / salted Town Hall sidewalks
 - Opened median crossovers, and highway drains
- Contacted DNREC about sand buildup on dune crossovers and fencing
- Completed trainings on sexual harassment and violence in the workplace
- Cleaned filters in air handling units in FIBP meeting room
- Attended safety committee meeting w/ Matt Forest of Lyons Companies
- Schagrin Gas filled underground tank at Town Hall

Fenwick Island Police Department
800 Coastal Hwy.
Fenwick Island, DE 19944

WILLIAM H. BOYDEN
Chief of Police



Emergency 911
Police Dept. 302.539.2000
Fax 302.539.2519

FENWICK ISLAND POLICE DEPARTMENT

MEMORANDUM

TO: PRESIDENT
COUNCIL MEMBERS
CITIZENS

FROM: CHIEF WILLIAM BOYDEN

DATE: February 7, 2014

SUBJECT: MONTHLY REPORT

The following is the January 2014 monthly report for your review and approval:

	<u>2014</u>	<u>2013</u>
Physical Arrests/Traffic Citation	87	113
Total Number of Complaints	78	36
DUI Arrests	1	0
Criminal Citations	8	1
Parking Tickets	4	0
Time Assisting DE State Police	9.5hr	6.5hr
Time Assisting Other Agencies	2.5hr	.75hr

Chapter 160-5A(8) - Farmer's market:

Existing:

(b) Permitted locations. Farmers' markets will be only permitted on vacant, unimproved lots, which shall be at least 100 feet by 100 feet in size (either individually or combined), in the Commercial Zone in Town.

(c) Regulations.

[1] If a vendor is not the record owner of the vacant, unimproved lot where the farmers' market will be located, the vendor must submit to the Town Manager at the time of licensing written proof that the record owner consents to the operation of a farmers' market on the vacant, unimproved lot in question. If a vendor is the record owner of the vacant, unimproved lot in question, then proof of ownership must be submitted to the Town Manager at the time of licensing.

Proposed:

(b) Permitted locations. Farmers' markets will be permitted on vacant or improved lots, which shall be at least 100 feet by 100 feet in size (either individually or combined), in the Commercial Zone in Town.

(c) Regulations.

[1] If a vendor is not the record owner of the vacant or improved lot where the farmers' market will be located, the vendor must submit to the Town Manager at the time of licensing written proof that the record owner consents to the operation of a farmers' market on the vacant or improved lot in question. If a vendor is the record owner of the vacant or improved lot in question, then proof of ownership must be submitted to the Town Manager at the time of licensing.